

## SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: [vip@azdoa.gov](mailto:vip@azdoa.gov)

Entire document MUST be completed	
<b>Section 1</b>	
Requesting Agency: ADOA Benefits	
Vendor: GlobalCerts	Estimated Cost: \$4,000.00
<b>Section 2</b>	
Brief description of materials or services: GlobaCerts Yearly Maintenance	
<b>Section 3</b>	
Briefly describe why this procurement is Sole Source and why there is only a single source available: GlobalCerts is sole propriatery of this software	
Duration of this Sole Source procurement: \$4,000.00	
Briefly describe the efforts made to seek other sources:  The ADOA Purchasing has identified this procurement as a sole source procurement, ADOA Procurement verified this fact using the following methods: internet search, checking with software maintenance companies that have provided software maintenance to this agency in the past and current State Contracts. After exhausting these all these avenues, we have determined that this purchase is a sole source.	

Send comments to the following individual:

<b>Requesting Agency Contact Information</b>	
Procurement Officer: Helen Garcia	
Phone Number: 602-542-2090	Email Address: <a href="mailto:helen.garcia@azdoa.gov">helen.garcia@azdoa.gov</a>

<b>State Procurement Website Posting Information</b>	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 11/15/2007	Date Closed: 11/23/2007